

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: EXECUTIVE STAFF ASSISTANT

POSITION LOCATION: Agency Administration, Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Executive Secretary, Administrative Secretary II, Brailist, and Interpreter (Sign Language)

MINIMUM QUALIFICATIONS:

Associates Degree or equivalent combination of coursework; minimum six years of office management and/or increasingly responsible administrative experience; supervisory experience and/or training; or any equivalent combination of experience, education and/or training approved by the Superintendent. Superior computer skills with considerable knowledge and experience in word processing, spreadsheets, database management, and desktop publishing.

PREFERRED QUALIFICATIONS:

Conversational Sign Language

MAJOR DUTIES AND RESPONSIBILITIES:

Is responsible for work of considerable difficulty serving as staff assistant to the Superintendent and Board of Directors; represents the Office of the Superintendent and Board of Directors in interactions with legislative personnel, government officials, administrators, staff, students, parents, and public; assists in the development of Board policy and operating procedures; assists in long-range fiscal and organizational planning; conducts special studies; recommends changes to correct operating deficiencies or to improve the provision of services; develops management information systems to evaluate and monitor various Agency operations and programs; prepares administrative directives; provides technical assistance and guidance as requested; interprets rules, regulations, policy, and law, and ensures compliance; participates in the development of program proposals and grants; coordinates assigned budgets; coordinates activities with other organizational units of the agency; prepares a variety of administrative reports; serves in the absence of the superintendent or others as required; supervises support staff; attends conferences and seminars.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of organization, procedures analysis, and policy development. Good knowledge of state and federal rules and regulations governing the Agency. Superior skills in problem solving, prioritizing, time management, human relations, oral and written communications. Ability to study, analyze and recommend effective means of improving organization and operating procedures. Ability to establish and maintain effective relationships with those contacted in the course of work. Demonstrated leadership ability.

SPECIAL REQUIREMENTS/CONDITIONS:

Travel is required.